Poll Question #1

Which job title best describes your current position in your residency program?

1. Program Director
2. Associate Program Director/Faculty
3. Program Coordinator
4. Medical Staff Officer
5. Hospital Administration
**Poll Question #2**

- How far along are you in the accreditation process at this time?
  1. Haven’t even started
  2. Trying to figure out a realistic timeline
  3. Getting institutional/medical staff support
  4. Starting to work on the ACGME Accreditation application
  5. Almost finished with the application

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**System and Institutional Support**

*alignment  #herdingcats*

Anna Murley Squibb M.D.
Associate Program Director
Soin Family Medicine
Dayton, Ohio
Who should be in the boat?

- Medical Schools
- Residency Programs
- System Graduate Medical Education
- Clinic Practice
- Hospital System/ Administration
- Others?

NIPDD Plug

Leading Change, John Kotter
Medical Schools/ Recruitment

Draw “3 hour window”
- What are family medicine rates at graduation?
- How supportive are they of your program?
- What are the benefits for the Medical School?
- What are some needs of the Medical School you may be able to fill?...clinical rotations
- What are competing priorities?
- Finding the FMIG lead/recruitment events

Residencies/GME

GME - institutional
Local - non institutional
-- “system resources”
-- faculty/ FTE sharing
-- open dialogue
Office Practice

Employed
-- Primary Care Shortage
-- Healthcare disparities
-- Rotations
  *competing needs
-- Preceptors
  *competing contracts
-- Tangled Budget

Health System/Administration

Role of Primary Care
-- Benefits
  *DME/IME
  *Future Referral Patterns
  *Low cost work force...
-- Expectations
  *call coverage
  *code coverage
  *office panel
  *med staff needs
-- Tangled Budget
Community Support

QUESTIONS??
Poll Question #3

- The RC-FM meets how many times a year to review new program applications?
  1. Once a year
  2. Twice a year
  3. Three times a year
  4. Four times a year
  5. Six times a year

The Timeline

Sandi Miller, C-TAGME
Medical Education Manager
OhioHealth Dublin Methodist Family Medicine
Dublin, Ohio
Begin with the end in mind...
Ideal 24 month timeline

Application Submission: Blastoff – 24 months
✓ ACGME website has RC FM agenda dates and submission deadlines
✓ Must allow time for site visit

Site Visit: B – 21 months
✓ Notification 1 mo prior to site visit
✓ Must occur >8 weeks prior to RC-FM meeting

RC-FM Meeting: B – 18 months
✓ Immediate notification email w/decision
✓ Notification letter ~60 days
✓ Start updating websites

Match Registration/Marketing: B – 13 months
✓ GME track
✓ FREIDA
✓ NRMP
✓ ERAS
✓ Register prior to Sept 15!

Interviews: B – 8 months

● Pay attention to the agenda closing dates!
● But no guarantee you will make the agenda...
● www.acgme.org/Specialties/Overview/pfcatid/8/Family-Medicine
Dublin FM Timeline

- 11/2015 Institutional Application submitted (April 2016 mtg)
- 5/2016 Institutional Accreditation received
- 5/2016 Program Application submitted (Jan 2017 mtg)
- 8/2016 Site Visit
- 1/2017 Initial Accreditation received
- 4/2017 ERAS, NRMP
- 10/2017-12/2017 Interviews
- 3/2018 Match Day!
- 7/2018 Interns Start

Keep an eye on the future...

- 4/2018 Institutional Site Visit
- 7/2018 Program Site Visit
- Winter 2019 CLER Visit
- 2026 Program Self Study*
- 2028 Self Study Report*
- 2028 Program 10-Year Site Visit*

*timeline assumes accreditation clock starts ticking in 2018 with full accreditation
**Poll Question #4**

- Which statement reflects the best practice in writing the accreditation application?
  1. The program director bears the ultimate responsibility for accreditation, so he/she must be the sole author.
  2. A team of authors with specifically assigned responsibilities should author sections of the document and collate the sections together.
  3. The program coordinator must be the author, since he/she has more detailed knowledge of how the program will work.
  4. Get several applications from program recently accredited and copy and paste the answers into your document.
The Accreditation Application

Joseph Wiedemer, MD
Program Director
Mount Nittany Family Medicine Residency
State College, PA

Team

• You will need a team that meets regularly – every 2 – 4 weeks at first, and then weekly
• There are multiple pieces of data that the team will need to collect
**Author**

- Write with one voice – one person needs to be the author – preferably the Program Director who will need to know the program for the site visit.

**ACGME website**
Click Specialties

Family Medicine
Application Tab

Family Medicine
Tada!

Office design
Labels

Answers…

• Be honest
• Be clear – answer the question that is asked
• Write with one voice
• Write in the current tense – not “we will,” but “we have”
Innovations

• Do not be afraid to innovate
  – There is a difference between “must” and “should.”
  – MUST = you have to do it
  – SHOULD = if you do it differently, explain what you do and why

A Word from RPS

William J. Geiger, MD, FAAFP
RPS Consultant, Associate Program Director
OhioHealth Dublin Methodist Family Medicine
Dublin, Ohio
**Tips for Answering Questions**

- Answer the specific question
- As you write answers, read the requirement referred to in the question
- Be sure your answers are clear to anyone not familiar with your program
- Honestly answer how things will actually operate
- Be ready to show documentation

**Tips for Answering Questions**

- Use proper grammar and sentence structure
- All faculty should read and critique answers
- Make sure there is internal consistency
- Get an outside reviewer to read your document for clarity and consistency.
The Site Visit

Sandi Miller, C-TAGME
Medical Education Manager
OhioHealth Dublin Methodist Family Medicine
Dublin, Ohio

Adequate preparation will ensure a successful launch
KEYS

- ACGME Correspondence
- Administrative Preparation
- Site Preparation
- Faculty/Hospital Preparation

ACGME Correspondence

- Notification Letter
  - ~ 1 mo before visit
  - Detailed info on site visitor, document preparation, postponement, and items to have on hand
- Site Visitor Letter
  - Sample agenda, preferences for the day, reminders and special requests
Administrative Preparation

- Follow the directions!
- Pay attention to document upload/ADS deadlines
- Develop the agenda
- Schedule the faculty
- Notify hospital administration
- Keep a checklist
- Start a binder (or two)
- Check it twice

Site Preparation

- Follow the directions!
- Schedule room
- Order catering
- Arrange tours - FMP should be well marked
- Supplemental binder
- Name tents
Faculty Preparation

- Provide copies of application
- All interviewees should read and be familiar
- Schedule faculty prep meeting
- Schedule mock site visit

Anticipation

- Email during/immediately after review committee meeting
- Notification letter w/citations and/or concerns ~60 days later
- Approx date of next site visit (2 years) after date of initial accreditation
Poll Question:

Enter your email address to be included in any follow-up communication from the presenter(s).
QUESTIONS??

Please…
Complete the session evaluation.
Thank you.